



San Bernardino Associated Governments

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www.sanbag.ca.gov



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- San Bernardino County Transportation Commission •San Bernardino County Transportation Authority
 - San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies
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AGENDA Plans and Programs Policy Committee

December 17, 2008
12:00 p.m.

SANBAG Offices
1170 W. 3rd Street, 2nd Fl.
San Bernardino, CA 92410

Plans and Programs Committee Membership

Chair

*Mark Nuaimi, Mayor
City of Fontana*

Vice Chair

*Paul Eaton, Mayor
City of Montclair*

East Valley Representatives

*Bea Cortes, Council Member
City of Grand Terrace*

*Richard Riddell, Mayor
City of Yucaipa*

*Larry McCallon, Council Member
City of Highland*

West Valley Representatives

*Diane Williams, Mayor Pro Tem
Rancho Cucamonga*

Mountain/Desert Representatives

*Bill Jahn, Mayor Pro Tem
Big Bear Lake*

*Rick Roelle, Mayor
Town of Apple Valley*

*William Neeb, Council Member
Town of Yucca Valley*

San Bernardino County

Brad Mitzelfelt, Supervisor

Paul Biane, Supervisor

Neil Derry, Supervisor

Josie Gonzalez, Supervisor

Gary Ovitt, Supervisor

San Bernardino Associated Governments (SANBAG) is a council of governments formed in 1973 by joint powers agreement of the cities and the County of San Bernardino. SANBAG is governed by a Board of Directors consisting of a mayor or designated council member from each of the twenty-four cities in San Bernardino County and the five members of the San Bernardino County Board of Supervisors.

In addition to SANBAG, the composition of the SANBAG Board of Directors also serves as the governing board for several separate legal entities listed below:

***The San Bernardino County Transportation Commission**, which is responsible for short and long range transportation planning within San Bernardino County, including coordination and approval of all public mass transit service, approval of all capital development projects for public transit and highway projects, and determination of staging and scheduling of construction relative to all transportation improvement projects in the Transportation Improvement Program.*

***The San Bernardino County Transportation Authority**, which is responsible for administration of the voter-approved half-cent transportation transactions and use tax levied in the County of San Bernardino.*

***The Service Authority for Freeway Emergencies**, which is responsible for the administration and operation of a motorist aid system of call boxes on State freeways and highways within San Bernardino County.*

***The Congestion Management Agency**, which analyzes the performance level of the regional transportation system in a manner which ensures consideration of the impacts from new development and promotes air quality through implementation of strategies in the adopted air quality plans.*

*As a **Subregional Planning Agency**, SANBAG represents the San Bernardino County subregion and assists the Southern California Association of Governments in carrying out its functions as the metropolitan planning organization. SANBAG performs studies and develops consensus relative to regional growth forecasts, regional transportation plans, and mobile source components of the air quality plans.*

Items which appear on the monthly Board of Directors agenda are subjects of one or more of the listed legal authorities. For ease of understanding and timeliness, the agenda items for all of these entities are consolidated on one agenda. Documents contained in the agenda package are clearly marked with the appropriate legal entity.

San Bernardino Associated Governments
County Transportation Commission
County Transportation Authority
Service Authority for Freeway Emergencies
County Congestion Management Agency

Plans and Programs Policy Committee
December 17, 2008
12:00 p.m.

LOCATION:
San Bernardino Associated Governments
1170 W. 3rd Street, 2nd Floor, San Bernardino
The Super Chief

CALL TO ORDER - 12:00 p.m.
(Meeting chaired by Mayor Mark Nuaimi)

- I. Attendance
- II. Announcements
- III. Agenda Notices/Modifications – Nessa Williams

1. Possible Conflict of Interest Issues for the SANBAG Plans and Programs Meeting of December 17, 2008 **Pg. 7**

Note agenda item contractors, subcontractors and agents which may require member abstentions due to conflict of interest and financial interests. Member abstentions shall be stated and recorded on the appropriate item in the minute summary for each month.

Consent Calendar

Consent Calendar items shall be adopted by a single vote unless removed by Board member request. Items pulled from the consent calendar will be brought up at the end of the agenda.

2. Plans and Programs Attendance Roster **Pg. 8**

A quorum shall consist of a majority of the membership of each SANBAG Policy Committee, except that all County Representatives shall be counted as one for the purpose of establishing a quorum.

Notes/Action

Discussion Calendar

Subregional Transportation, Planning & Programming Program

3. **Release of the Draft Measure I 2010-2040 Strategic Plan for Comment** Pg. 10

Receive information on the Draft Measure I 2010-2040 Strategic Plan Report and opening of the formal comment period Ty Schuiling

This item will be reviewed by the Plans and Programs Committee on December 17, 2008, the Commuter Rail Committee on December 18, 2008, and the Mountain/Desert Committee on December 19, 2008. This item was reviewed by the Major Projects Committee on December 11, 2008.

4. **Development Mitigation Annual Report for fiscal year ending June 30, 2008** Pg. 13

Receive information on the Development Mitigation Annual Report for fiscal year ending June 30, 2008. Ryan Graham

5. **Annual Determination of Local Government Conformance to the Congestion Management Program (CMP)** Pg. 16

Approve annual determination of conformance with the CMP for local governments within San Bernardino County pursuant to California Government Code Section 65089.3. Ryan Graham

Regional Quality of Life

6. **Annual Agreement between the State of California Department of Transportation (Caltrans) and the San Bernardino Associated Governments (SANBAG), for Freeway Service Patrol (FSP) funding.** Pg. 18

Approve Agreement No. R09-122 between Caltrans and SANBAG, to accept State funds for the operations and management of FSP services for \$1,405,079, and to match those funds with Department of Motor Vehicle Registration Fees (call box revenues) in the amount of \$351,270, for a total contract amount of \$1,756,349, as outlined in the Financial Impact Section below. Marla Modell

The contract has been reviewed as to form by Legal Counsel.

Discussion Calendar Continued... ..

Program Support/Council of Governments

7. Guidelines for Identifying Potential Projects for the Multi-Year Federal Transportation Reauthorization Bill Pg. 27

1. Approve guidelines for identifying potential projects for federal reauthorization (Attachment #1); and
2. Receive update on input from SANBAG's policy committees.

Jennifer Franco

This item is scheduled for review by the Plans and Programs Committee on December 17, 2008; Commuter Rail Committee on December 18, 2008; and Mountain/Desert Committee on December 19, 2008. The Administrative Committee reviewed and unanimously recommended approval of this item on December 9, 2008, and the Major Projects Committee reviewed and recommended approval 16-1-0 (Opposed: Gonzales) on December 11, 2008. A previous version of this agenda item was reviewed by the Administrative Committee, Major Projects Committee, and the Mountain Desert Committee in November.

Transit/Commuter Rail

8. Release of Request for Proposal 09-114 for the creation of a Consolidated Transportation Services Agency (CTSA) within the San Bernardino Valley Pg. 31

Approve the release the Request for Proposal (RFP) 09-114 for the creation of a Consolidated Transportation Services Agency (CTSA) within the San Bernardino Valley as required in the renewal of Measure I. **Mike Bair**

Comments from Committee Members

Public Comments

ADJOURNMENT

Additional Information

Acronym List

Pg. 46

**The next Plans and Programs meeting is
scheduled for January 21, 2009.**

Complete packages of this agenda are available for public review at the SANBAG offices. Staff reports for items may be made available upon request. For additional information call (909) 884-8276 and ask for Nessa Williams.

Meeting Procedures and Rules of Conduct

Meeting Procedures

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the Board of Directors and Policy Committees.

Accessibility

The SANBAG meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is (909) 884-8276 and office is located at 1170 W. 3rd Street, 2nd Floor, San Bernardino, CA.

Agendas – All agendas are posted at 1170 W. 3rd Street, 2nd Floor, San Bernardino at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed at the SANBAG offices located at 1170 W. 3rd Street, 2nd Floor, San Bernardino and our website: www.sanbag.ca.gov.

Agenda Actions – Items listed on both the "Consent Calendar" and "Items for Discussion" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.

Closed Session Agenda Items – Consideration of closed session items *excludes* members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.

Public Testimony on an Item – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a "Request to Speak" form, provided at the rear of the meeting room, and present it to the Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for *each* item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

Agenda Times – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

Public Comment – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject within the Board's authority. *Matters raised under "Public Comment" may not be acted upon at that meeting. "Public Testimony on any Item" still apply.*

Disruptive Conduct – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner. *Please be aware that a NO SMOKING policy has been established for meetings. Your cooperation is appreciated!*

**SANBAG General Practices for Conducting Meetings
of
Board of Directors and Policy Committees**

Basic Agenda Item Discussion.

- The Chair announces the agenda item number and states the subject.
- The Chair calls upon the appropriate staff member or Board Member to report on the item.
- The Chair asks members of the Board/Committee if they have any questions or comments on the item. General discussion ensues.
- The Chair calls for public comment based on "Request to Speak" forms which may be submitted.
- Following public comment, the Chair announces that public comment is closed and asks if there is any further discussion by members of the Board/Committee.
- The Chair calls for a motion from members of the Board/Committee.
- Upon a motion, the Chair announces the name of the member who makes the motion. Motions require a second by a member of the Board/Committee. Upon a second, the Chair announces the name of the Member who made the second, and the vote is taken.

The Vote as specified in the SANBAG Bylaws.

- Each member of the Board of Directors shall have one vote. In the absence of the official representative, the alternate shall be entitled to vote. (Board of Directors only.)
- Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the demand of five official representatives present, or at the discretion of the presiding officer.

Amendment or Substitute Motion.

- Occasionally a Board Member offers a substitute motion before the vote on a previous motion. In instances where there is a motion and a second, the maker of the original motion is asked if he would like to amend his motion to include the substitution or withdraw the motion on the floor. If the maker of the original motion does not want to amend or withdraw, the substitute motion is not addressed until after a vote on the first motion.
- Occasionally, a motion dies for lack of a second.

Call for the Question.

- At times, a member of the Board/Committee may "Call for the Question."
- Upon a "Call for the Question," the Chair may order that the debate stop or may allow for limited further comment to provide clarity on the proceedings.
- Alternatively and at the Chair's discretion, the Chair may call for a vote of the Board/Committee to determine whether or not debate is stopped.
- The Chair re-states the motion before the Board/Committee and calls for the vote on the item.

The Chair.

- At all times, meetings are conducted in accordance with the Chair's direction.
- These general practices provide guidelines for orderly conduct.
- From time-to-time circumstances require deviation from general practice.
- Deviation from general practice is at the discretion of the Board/Committee Chair.

Courtesy and Decorum.

- These general practices provide for business of the Board/Committee to be conducted efficiently, fairly and with full participation.
- It is the responsibility of the Chair and Members to maintain common courtesy and decorum.

Adopted By SANBAG Board of Directors January 2008

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 1

Date: December 17, 2008

Subject: Information Relative to Possible Conflict of Interest

Recommendation*: Note agenda items and contractors/subcontractors which may require member abstentions due to possible conflicts of interest.

Background: In accordance with California Government Code 84308, members of the Board may not participate in any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve months from an entity or individual. This agenda contains recommendations for action relative to the following contractors:

Item No.	Contract No.	Contractor/Agents	Subcontractors
n/a	n/a	n/a	n/a

Financial Impact: This item has no direct impact on the budget.

Reviewed By: This item is prepared monthly for review by the Board of Directors and Policy Committee members.

Responsible Staff: Ty Schuiling, Director of Planning and Programming

Approved
Plans and Programs Committee

Date: December 17, 2008

Moved: *Second:*

In Favor: *Opposed:* *Abstained:*

Witnessed: _____

PLANS & PROGRAMS POLICY COMMITTEE ATTENDANCE RECORD - 2008

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
EAST VALLEY												
Richard Riddell City of Yucaipa	X	X	X	x	Cancelled	X	X	X	Cancelled	X	X	
Bea Cortes City of Grand Terrace	X	X	X		Cancelled			X	Cancelled	X	X	
Larry McCallon City of Highland	X		X		Cancelled		X		Cancelled	X	X	
WEST VALLEY												
Paul Eaton Chair City of Montclair	X	X	X		Cancelled	X	X	X	Cancelled	X	X	
Mark Nuaimi City of Fontana	X		X		Cancelled	X	X		Cancelled		X	
Diane Williams City of Rancho Cucamonga	X	X	X		Cancelled	X	X	X	Cancelled	X	X	
MT/DESERT												
Bill Jahn Big Bear Lake	X	X			Cancelled				Cancelled	X		
Rick Roelle Town of Apple Valley	X	X	X		Cancelled	X	X		Cancelled		X	
Chad Mayes Town of Yucca Valley					Cancelled							
William Neeb Town of Yuca Valley						X	X	X	Cancelled	X	X	
SAN BERNARDINO COUNTY												
Gary Ovitt Board of Supervisors	X				Cancelled	X	X		Cancelled			
Josie Gonzales Board of Supervisors	X		X		Cancelled	X	X	X	Cancelled	X	X	
Dennis Hansberger Board of Supervisors	X		X		Cancelled		X	X	Cancelled	X		
Paul Biane Board of Supervisors	X		X		Cancelled	X		X	Cancelled			
Brad Mitzelfelt Board of Supervisors	X		X		Cancelled	X		X	Cancelled	X		

X = Member attended meeting.

* = Alternate member attended meeting.

Empty box = Member did not attend meeting

Crossed out box = Not a member at the time.

PLANS & PROGRAMS POLICY COMMITTEE ATTENDANCE RECORD - 2007

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
EAST VALLEY												
Richard Riddell City of Yucaipa	X			X	Cancelled	X	Cancelled	X	X	X	X	X
Bea Cortes City of Grand Terrace	X	X	X	X	Cancelled		Cancelled	X	X	X		X
Larry McCallon City of Highland	X	X	X	X	Cancelled		Cancelled	X	X	X		X
WEST VALLEY												
Paul Eaton Chair City of Montclair		X	X	X	Cancelled	X	Cancelled	X	X	X		X
Mark Nuaimi City of Fontana	X	X	X	X	Cancelled	X	Cancelled	X		X	X	X
Diane Williams City of Rancho Cucamonga	X	X	X	X	Cancelled	X	Cancelled	X	X	X	X	X
MT/DESERT												
Kevin Cole City of Twentynine Palms	X			X	Cancelled	X	Cancelled					
Bill Jahn Big Bear Lake												X
Rick Roelle Town of Apple Valley	X	X	X	X	Cancelled		Cancelled		X	X	X	
Chad Mayes Town of Yucca Valley		X	X	X	Cancelled		Cancelled	X	X			X
SAN BERNARDINO COUNTY												
Gary Ovitt Board of Supervisors	X		X	X	Cancelled		Cancelled	X	X	X		x
Josie Gonzales Board of Supervisors	X			X	Cancelled	X	Cancelled	X		X		
Dennis Hansberger Board of Supervisors	X			X	Cancelled	X	Cancelled	X	X	X	X	X
Paul Biane Board of Supervisors	x		X	X	Cancelled	X	Cancelled	X	X			X
Brad Mitzelfelt Board of Supervisors	x		X		Cancelled	X	Cancelled			X		X

X = Member attended meeting. * = Alternate member attended meeting. Empty box = Member did not attend meeting. Crossed out box = Not a member at the time.
ppcat07.doc 1 of 1

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- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies
-

Minute Action

AGENDA ITEM: 3

Date: December 17, 2008

Subject: Release of the Draft Measure I 2010-2040 Strategic Plan for Comment

Recommendation:* Receive information on the Draft Measure I 2010-2040 Strategic Plan Report and opening of the formal comment period

Background: Development of the Measure I 2010-2040 Strategic Plan was initiated in 2005 to define the policy framework for delivery of the projects and programs referenced in the new Measure. The Strategic Plan will be the policy manual for delivery of the Measure I programs by SANBAG and its member agencies.

Per previous discussions with SANBAG committees, staff is releasing the Draft Strategic Plan Report and initiating a formal comment period as part of the December 2008 agendas for the Commuter Rail Committee, Major Projects Committee, Mountain/Desert Committee, and Plans and Programs Committee. The report is attached as a separate document in this agenda packet. The report also has been distributed directly to local jurisdictions through a mailing to city managers as well as to transit agencies in San Bernardino County. In addition, the report was distributed to the Comprehensive Transportation Plan Technical Advisory Committee (CTP TAC) at its meeting on December 8.

This distribution initiates a formal review and comment period on the Draft Measure I 2010-2040 Strategic Plan. The closing date for comments is January 21, 2009. Written comments are requested and should be sent to Ty Schuling,

*

Approved
Plans and Programs Committee

Date: December 17, 2008

Moved: *Second:*

In Favor: *Opposed:* *Abstained:*

Witnessed: _____

SANBAG Director of Planning and Programming. Following the close of comments, SANBAG staff will prepare a response to comments for February committee meetings and/or a Board workshop in mid-February. The final Strategic Plan Report will be prepared for March committee approval, with SANBAG Board approval scheduled for April 1, 2009.

During the comment period, SANBAG staff welcomes any questions, informal comments, and requests for meetings with individual jurisdictions and other interested parties. A workshop on the Draft Strategic Plan will be held for the CTP TAC on Monday, January 12, 2009 to provide a forum for agency interaction and discussion on the draft. Additional meetings may be scheduled to address issues specific to given subareas.

The Draft Strategic Plan Report is also available on the SANBAG website at www.sanbag.ca.gov. A link is provided on the website home page to enable downloading of all or a portion of the draft.

Approval of the Strategic Plan is needed approximately one year in advance of the initiation of the new Measure I in April 2010 so that the resources and systems can be put in place to manage the new Measure. Timely approval of the Strategic Plan will not only put in place the policies needed to guide the allocation of Measure I 2010-2040 funding, but will be a basis for budgeting resources for Fiscal Year 2009-2010, three months of which fall within the timeline of the new Measure. It should be noted that the Strategic Plan is intended as a policy document and does not serve as the delivery plan for Measure I projects. A delivery plan will be prepared subsequent to the Strategic Plan, establishing delivery schedules, associated financial requirements, bonding needs, and related project delivery requirements for the early years of Measure I 2010-2040.

Financial Impact: This item has no financial impact. However, the Strategic Plan, once approved, will serve as the guide for the allocation of Measure I 2010-2040 dollars for many years to come. The item is consistent with the approved Fiscal Year 2008-2009 SANBAG budget, Task 60909000.

Reviewed By: This item will be reviewed by the Plans and Programs Committee on December 17, 2008, the Commuter Rail Committee on December 18, 2008, and the Mountain/Desert Committee on December 19, 2008. This item was reviewed by the Major Projects Committee on December 11, 2008 (*Meeting chaired by John Pomierski*).

Plans and Programs Agenda Item
December 17, 2008
Page 3 of 3

Responsible Staff: Steve Smith, Chief of Planning
Ryan Graham, Transportation Planning Analyst
Ty Schuiling, Director of Planning and Programming

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- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies
-

Minute Action

AGENDA ITEM: 4

Date: December 17, 2008

Subject: Development Mitigation Annual Report for fiscal year ending June 30, 2008

Recommendation:* Receive information on the Development Mitigation Annual Report for fiscal year ending June 30, 2008.

Background: One of the on-going requirements of the SANBAG Congestion Management Program is the preparation of the Development Mitigation Annual Report. The report requires each jurisdiction to provide information on development activity and the expenditure of development mitigation funds on projects contained in the Nexus Study over the past fiscal year. This agenda item provides a summary of the local jurisdiction Development Mitigation Annual Reports.

Based on the information provided to SANBAG by local jurisdictions, \$44,327,416 in development mitigation fees for transportation projects were collected and \$18,359,678 of development mitigation fees were expended on Nexus Study projects during fiscal year ending 2008. Of the approximately \$44.3 million of transportation related development impact fees collected by local jurisdictions, a portion of the fees are associated with local projects that were not included in the Nexus Study, which addresses only regional projects. Therefore, not all of the fees will be expended on Nexus Study projects. A summary table of the Development Mitigation Annual Reports has been provided in Attachment 1 of this agenda item.

*

Approved
Plans and Programs Committee

Date: December 17, 2008

Moved: Second:

In Favor: Opposed: Abstained:

Witnessed: _____

The intent of the Development Mitigation Annual Report is to collect information on the development activity within local jurisdictions, the amount of development mitigation collected by local jurisdictions from new development, and the expenditure of those development mitigation funds on projects included in the Nexus Study. The report is an attempt to secure the information in a manner that is less formal than a full audit of local jurisdiction development mitigation programs. Overall, the annual reporting has been informative and will help SANBAG staff monitor the level of development contributions being generated by local jurisdictions for projects included in the Nexus Study. Accurate and reliable information is absolutely imperative for implementation of the Measure I Valley Freeway Interchange, the Valley Major Street and the Victor Valley Major Local Highway Programs as outlined in the Draft Measure I 2010-2040 Strategic Plan.

- Financial Impact:*** This item is consistent with the adopted FY 2008-2009 budget. TN20309000. The Development Mitigation Program is an essential element of the funding for projects contained in the Expenditure Plan for Measure I 2010-2040.
- Reviewed By:*** This item is scheduled for review by the Plans and Programs Committee on December 17, 2008.
- Responsible Staff:*** Ryan Graham, Transportation Planning Analyst

Attachment 1: Summary Table

City/Town Statistical Table
Development Mitigation Summary Table
For the Year Ending June 30, 2008

City/Town	# of SF Units Permitted	# of MF Units Permitted	Sq Ft of Commercial Permitted	Sq Ft of Office Permitted	Sq Ft of Industrial Permitted	Fees Collected in FY 07/08*	Fees Expended in FY 07/08	Cumulative Dev. Mit. Rev.**	Cumulative Dev. Mit. Exp.***
Adelanto	57	0	4,000	0	0	\$322,549	\$0	\$795,160	\$0
Apple Valley	38	12	164,474	0	25,446	\$1,057,246	\$683,115	\$4,772,304	\$3,057,981
Chino	394	0	89,000	0	887,000	\$4,491,189	\$0	\$11,174,459	\$168,000
Chino Hills	82	0	751,622	0	0	\$1,647,900	\$1,220,200	\$6,020,428	\$3,120,200
Colton	8	2	16,000	0	0	\$84,922	\$0	\$203,896	\$0
Fontana	401	38	631,217	0	574,092	\$8,157,274	\$0	\$18,052,969	\$0
Grand Terrace	2	120	2,000	8,000	30,390	\$328,731	\$0	\$489,216	\$0
Hesperia	218	179	335,000	0	0	\$2,768,389	\$9,558,743	\$6,994,727	\$11,194,891
Highland	28	0	202,433	0	0	\$1,771,361	\$0	\$2,294,604	\$0
Loma Linda	109	0	15,007	140,280	0	\$1,379,384	\$0	\$1,568,507	\$0
Montclair	19	85	33,519	6,171	162,246	\$383,712	\$0	\$507,058	\$0
Ontario	36	678	297,716	441,157	2,503,832	\$5,784,302	\$555,007	\$9,297,446	\$555,007
Rancho Cucamonga	82	141	84,301	174,239	82,051	\$2,502,456	\$2,020,312	\$4,124,336	\$2,020,312
Redlands	118	0	212,000	440,000	931,000	\$1,813,823	\$305,000	\$5,449,081	\$1,589,898
Rialto	27	192	3,000	2,000	12,000	\$961,273	\$260,432	\$1,117,112	\$1,266,566
San Bernardino	30	0	249,792	0	3,045,003	\$3,752,399	\$0	\$5,896,056	\$0
Upland	47	72	5,958	0	0	\$123,204	\$0	\$212,994	\$0
Victorville	509	418	242,000	0	1,700,000	\$5,139,143	\$3,083,792	\$11,094,331	\$5,070,702
Yucaipa	35	0	0	12,000	0	\$600,454	\$673,077	\$1,479,291	\$940,342
Total	2,240	1,937	3,339,039	1,223,847	9,953,060	\$43,069,711	\$18,359,678	\$91,543,975	28,983,898

* May include fees from other sources not listed in the summary table

** Only includes revenue collected beginning FY06/07

*** Only includes expenditure of development mitigation fees

SB. County Statistical Table
Development Mitigation Summary Table
For the Year Ending June 30, 2008

County Sphere/Subarea	# of SF Units Permitted	# of MF Units Permitted	Sq Ft of Commercial Permitted	Sq Ft of Office Permitted	Sq Ft of Industrial Permitted	Fees Collected in FY 07/08*	Fees Expended in FY 07/08	Cumulative Dev. Mit. Rev.**	Cumulative Dev. Mit. Exp.***
Adelanto Sphere	0	0	0	0	0	\$0	\$0	\$0	\$0
Apple Valley Sphere	39	0	0	0	0	\$237,614	\$0	\$301,834	\$0
Chino Sphere	2	0	0	0	0	\$20,728	\$0	\$20,728	\$0
Colton Sphere	1	0	0	0	323	\$5,528	\$0	\$5,528	\$0
Devore/Glen Helen	5	0	0	0	0	\$22,260	\$0	\$27,825	\$0
Fontana Sphere	2	0	2,484	0	9,480	\$77,110	\$0	\$77,110	\$0
Hesperia Sphere	43	0	2,237	0	0	\$347,816	\$0	\$380,560	\$0
Loma Linda Sphere	0	0	0	0	0	\$0	\$0	\$0	\$0
Montclair Sphere	1	0	0	0	0	\$7,160	\$0	\$7,160	\$0
Redlands Sphere	6	0	0	0	0	\$49,813	\$0	\$49,813	\$0
Redlands Donut Hole	0	0	17	0	0	\$81	\$0	\$81	\$0
Rialto Sphere	5	0	0	0	0	\$24,892	\$0	\$24,892	\$0
San Bernardino Sphere	9	3	0	0	715,999	\$390,155	\$0	\$392,372	\$0
Upland Sphere	3	0	0	0	0	\$24,030	\$0	\$24,030	\$0
Victorville Sphere	13	0	0	0	0	\$50,518	\$0	\$69,948	\$0
Yucaipa Sphere	0	0	0	0	0	\$0	\$0	\$0	\$0
Total	129	3	4,738	0	725,802	\$1,257,705	\$0	\$1,381,881	\$0

* May include fees from other sources not listed in the summary table

** Only includes revenue collected beginning FY06/07

*** Only includes expenditure of development mitigation fees

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 5

Date: December 17, 2008

Subject: Annual Determination of Local Government Conformance to the Congestion Management Program (CMP)

Recommendation:* Approve annual determination of conformance with the CMP for local governments within San Bernardino County pursuant to California Government Code Section 65089.3.

Background: Government Code Section 65089.3 requires Congestion Management Agencies to monitor implementation of all elements of the congestion management program. Annually, the agency shall determine if the county and the cities are conforming to the CMP, including, but not limited to, the following:

(1) Consistency with levels of service and performance standards, except as provided in subdivisions (b) and (c).

(2) Adoption and implementation of a program to analyze the impacts of land use decisions, including the estimate of the costs associated with mitigating these impacts.

All jurisdictions are in conformance with the CMP Monitoring and the traffic impact analysis requirements of the CMP, consistent with paragraph (1) above.

Local jurisdictions meet the CMP requirements identified in paragraph (2) above in two ways. First, in November 2005, the Board of Directors amended the CMP to require local jurisdictions in the urbanized portions of the San Bernardino and

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Approved
Plans and Programs Committee

Date: December 17, 2008

Moved: *Second:*

In Favor: *Opposed:* *Abstained:*

Witnessed: _____

Victor Valleys to implement a development mitigation program that generates the minimum fair share development mitigation requirements identified in the Nexus Study (Appendix K of the CMP) as a means of complying with the land use-transportation program of the CMP. Second, jurisdictions outside of the urbanized portions of the San Bernardino and Victor Valleys meet this requirement by conducting Traffic Impact Analysis reports in accordance with the requirements contained in Chapter 4 and Appendix C of the CMP. All jurisdictions are currently complying with the land use-transportation component of the CMP identified in paragraph (2) above. It should be noted, however, that all jurisdictions in the San Bernardino and Victor Valleys are subject to the requirement to complete an annual report for their development mitigation programs per Section J.8 of Appendix J of the CMP. The results of the individual jurisdiction development mitigation annual reports were compiled into the Development Mitigation Summary Report presented as a separate item in this agenda.

- Financial Impact:*** This item is consistent with the adopted FY 2008-2009 budget. TN20309000. The development mitigation program is an essential element of the funding estimates contained in the Expenditure Plan for Measure I 2010-2040.
- Reviewed By:*** This item is scheduled for review by the Plans and Programs Committee on December 17, 2008
- Responsible Staff:*** Ryan Graham, Transportation Planning Analyst

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- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies
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AGENDA ITEM: 6

Date: December 17, 2008

Subject: Annual Agreement between the State of California Department of Transportation (Caltrans) and the San Bernardino Associated Governments (SANBAG), for Freeway Service Patrol (FSP) funding.

Recommendations:* Approve Agreement No. R09-122 between Caltrans and SANBAG, to accept State funds for the operations and management of FSP services for \$1,405,079, and to match those funds with Department of Motor Vehicle Registration Fees (call box revenues) in the amount of \$351,270, for a total contract amount of \$1,756,349, as outlined in the Financial Impact Section below.

Background: SANBAG began pursuing funding for FSP several years ago, culminating with the first State FSP allocation starting in Fiscal Year (FY) 2005/2006. FSP consists of a fleet of tow trucks roaming urban freeways for the purpose of assisting motorists with their disabled vehicles during peak periods of congestion. The stretch of highway that the fleet roams up and down is referred to as a "beat." As tow trucks roam a particular beat, motorists can expect a quick response from FSP when the motorists' vehicles become disabled. Over the years, FSP programs have demonstrated many benefits by reducing the amount of time a motorist is in unsafe conditions in traffic lanes, traffic delay, fuel consumption, vehicular emissions and secondary accidents.

Because of the magnitude of this program, the implementation of the San Bernardino FSP was staggered over a period of eighteen months. In January 2006 the first four FSP beats were implemented: three on Interstate (I) 10 from the Los Angeles county line to Waterman Avenue in San Bernardino and one on I-15 from the Riverside County line to Baseline Avenue in Rancho Cucamonga. In

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Approved
Plans and Programs Committee

Date: December 17, 2008

Moved: Second:

In Favor: Opposed: Abstained:

Witnessed: _____

January 2007, the implementation continued with two additional beats: covering all of State Route (SR) 60 in San Bernardino County and a portion of I-215 from the Riverside County Line to 2nd Street in San Bernardino. The final two beats were implemented in May 2007: extending service on I-10 from Waterman Avenue in San Bernardino to Orange Street in Redlands, and continuing the I-215 service from 2nd Street to University Parkway in San Bernardino.

This program is funded through a combination of three funding sources: State, Service Authority for Freeway Emergencies funding (call box revenue) and funding from the Mobile Source Air Pollution Reduction Review Committee. State funds are allocated on an annual basis to participating agencies through a formula based on population, urban freeway lane miles, and levels of congestion in those urban areas. Please refer to the attached agreement, which stipulates the FY 2008/2009 State contribution in the amount of \$1,405,079 (80% of total participating costs), and the required local match (SANBAG call box revenue) of \$351,270 (20% of total participating costs), for a total funding package to be dedicated to FSP of \$1,756,349. Note that these State funds must be expended within two fiscal years of obligation; therefore, any funds not claimed in the current fiscal year may be carried over and expended in subsequent years.

The service is provided Monday through Friday peak commute hours, 5:30 a.m. to 8:30 a.m. (Monday through Friday), 3:00 p.m. to 7:00 p.m. (Monday through Thursday), and 1:00 p.m. to 7:00 p.m. (Friday). The program's day-to-day field supervision is handled by the California Highway Patrol.

The program's success can be realized through the sheer quantity of motorists assisted each day. Since January 2006, these sixteen tow trucks, on eight beats, which cover 61 freeway miles in the San Bernardino Valley, have provided more than 95,000 assists to stranded motorists. Since the FSP Program began our drivers have assisted motorists with over 15,000 flat tires, more than 15,500 mechanical and electrical problems, helped with more the 3,800 accidents, and provided fuel to more than 8,000 motorists that were stranded on the freeway because they had ran out of gas.

Financial Impact: The funding, as well as expenses generated as a result of this item, is included in the Fiscal Year 2008/2009 Budget, TN 70409000.

Reviewed By: This item will be reviewed by the Plans and Programs Committee on December 17, 2008. The contract has been reviewed as to form by Legal Counsel.

Responsible Staff: Marla Modell, Air Quality/Mobility Programs Specialist
Kelly Lynn, Air Quality/Mobility Program Manager

SANBAG Contract No. R09-122

by and between

San Bernardino Associated Governments

and

California Department of Transportation

for

Freeway Service Patrol Fund Transfer Agreement**FOR ACCOUNTING PURPOSES ONLY**

<input type="checkbox"/> Payable	Vendor Contract # _____	Retention:	<input checked="" type="checkbox"/> Original
<input checked="" type="checkbox"/> Receivable	Vendor ID <u>CDHQAQ</u>	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Amendment

Notes:

Original Contract:	\$ <u>1,756,349</u>	Previous Amendments Total:	\$ _____
Contingency Amount:	\$ _____	Previous Amendments Contingency Total:	\$ _____
		Current Amendment:	\$ _____
		Current Amendment Contingency:	\$ _____

Contingency Amount requires specific authorization by Task Manager prior to release.

Contract TOTAL → \$ 1,756,349

↓ Please include funding allocation for the original contract or the amendment.

Task	Cost Code	Funding Sources	Grant ID	Amounts
704	Various	State of California	0996	\$ <u>1,405,079</u>
704	Various	DMV Fees	0960	\$ <u>351,270</u>
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Original Board Approved Contract Date: <u>1/7/09</u>	Contract Start: <u>7/1/08</u>	Contract End: <u>6/30/10</u>
New Amend. Approval (Board) Date: _____	Amend. Start: _____	Amend. End: _____

If this is a multi-year contract/amendment, please allocate budget authority among approved budget authority and future fiscal year(s)-unbudgeted obligations:

Approved Budget Authority →	Fiscal Year: <u>FY08/09</u> \$ <u>400,000</u>	Future Fiscal Year(s) – Unbudgeted Obligation →	\$ <u>1,356,349</u>
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Is this consistent with the adopted budget? ☒ Yes ☐ No
If yes, which Task includes budget authority? 70409000
If no, has the budget amendment been submitted? ☐ Yes ☐ No

CONTRACT MANAGEMENT**Please mark an "X" next to all that apply:**☒ Intergovernmental ☐ Private ☐ Non-Local ☐ Local ☐ Partly LocalDisadvantaged Business Enterprise: ☒ No ☐ Yes _____ %Task Manager: Michelle KirkhoffContract Manager: Maria Modell

Task Manager Signature

Date

Contract Manager Signature

Date

Chief Financial Officer Signature

Date

FREEWAY SERVICE PATROL PROGRAM
FUND TRANSFER AGREEMENT (Non Federal)

Agreement No. FSP09-6053(079)
Project No. FSP09-6053(079)

Location: 08-SBD-Var-SBAG
EA: 08-925096L

THIS AGREEMENT, effective on July 1, 2008, is between the State of California, acting by and through the Department of Transportation, hereinafter referred to as STATE, and the San Bernardino Associated Governments, a public agency, hereinafter referred to as "ADMINISTERING AGENCY."

WHEREAS, Streets and Highways Code (S&HC) Section 2560 et seq. authorizes STATE and administering agencies to develop and implement a Freeway Service Patrol (FSP) Program on traffic-congested urban freeways throughout the state; and

WHEREAS, STATE has distributed available State Highway Account funds to administering agencies participating in the FSP Program in accordance with S&HC Section 2562; and

WHEREAS, ADMINISTERING AGENCY has applied to STATE and has been selected to receive funds from the FSP Program for the purpose of Freeway Service Patrol for FY 2008-2009, hereinafter referred to as "PROJECT"; and

WHEREAS, proposed PROJECT funding is as follows:

Total Cost	State Funds	Local Funds
\$1,756,349.00	\$1,405,079.00	\$351,270.00 ; and

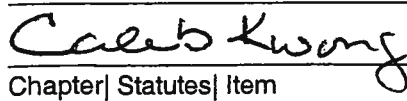
WHEREAS, STATE is required to enter into an agreement with ADMINISTERING AGENCY to delineate the respective responsibilities of the parties relative to prosecution of said PROJECT; and

WHEREAS, STATE and ADMINISTERING AGENCY mutually desire to cooperate and jointly participate in the FSP Program and desire to specify herein the terms and conditions under which the FSP program is to be conducted; and

WHEREAS, ADMINISTERING AGENCY has approved entering into this Agreement under authority of Resolution No. _____ approved by ADMINISTERING AGENCY on _____, a copy of which is attached.

For Caltrans Use Only

I hereby Certify upon my own personal knowledge that budgeted funds are available for this encumbrance

		Accounting Officer	Date	\$ 1,405,079.00				
Chapter	Statutes	Item	Fiscal Year	Program	BC	Category	Fund Source	\$

268	2008	2660-102-042	2008/2009	20.30.010.600	C	262040	114-042-T	
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NOW, THEREFORE, the parties agree as follows:

SECTION I

STATE AGREES:

1. To define or specify, in cooperation with ADMINISTERING AGENCY, the limits of the State Highway segments to be served by the FSP as well as the nature and amount of the FSP dedicated equipment, if any, that is to be funded under the FSP Program.
2. To pay ADMINISTERING AGENCY the STATE's share, in amount not to exceed \$1,405,079.00, of eligible participating PROJECT costs.
3. To deposit with ADMINISTERING AGENCY, upon ADMINISTERING AGENCY's award of a contract for PROJECT services and receipt of an original and two signed copies of an invoice in the proper form, including identification of this Agreement Number and Project Number, from ADMINISTERING AGENCY, the amount of \$224,812.64. This initial deposit represents STATE's share of the estimated costs for the initial two months of PROJECT. Thereafter, to make reimbursements to ADMINISTERING AGENCY as promptly as state fiscal procedures will permit, but not more often than monthly in arrears, upon receipt of an original and two signed copies of invoices in the proper form covering actual allowable costs incurred for the prior sequential month's period of the Progress Payment Invoice. (The initial deposit will be calculated at 16% of the STATE's total share.)
4. When conducting an audit of the costs claimed by ADMINISTERING AGENCY under the provisions of this Agreement, STATE will rely to the maximum extent possible on any prior audit of ADMINISTERING AGENCY performed pursuant to the provisions of state and federal laws. In the absence of such an audit, work of other auditors will be relied upon to the extent that work is acceptable to STATE when planning and conducting additional audits.

SECTION II

ADMINISTERING AGENCY AGREES:

1. To commit and contribute matching funds from ADMINISTERING AGENCY resources which shall be an amount not less than 25 percent of the amount provided by STATE from the State Highway Account.
2. The ADMINISTERING AGENCY's detailed PROJECT Cost Proposal is attached hereto and made an express part of this Agreement. The detailed PROJECT Cost Proposal reflects the provisions and/or regulations of Section III, Article 8, of this Agreement.
3. To use all state funds paid hereunder only for those transportation related PROJECT purposes that conform to Article XIX of the California State Constitution.
4. STATE funds provided to ADMINISTERING AGENCY under this Agreement shall not be used for administrative purposes by ADMINISTERING AGENCY.

5. To develop, in cooperation with STATE, advertise, award, and administer PROJECT contract(s) in accordance with ADMINISTERING AGENCY competitive procurement procedures.

6. Upon award of a contract for PROJECT, to prepare and submit to STATE an original and two signed copies of invoicing for STATE's initial deposit specified in Section I, Article 3. Thereafter, to prepare and submit to STATE an original and two signed copies of progress invoicing for STATE's share of actual expenditures for allowable PROJECT costs.

7. Said invoicing shall evidence the expenditure of ADMINISTERING AGENCY's PROJECT participation in paying not less than 20% of all allowable PROJECT costs and shall contain the information described in Chapter 5 of the Local Assistance Procedures Manual and shall be mailed to the Department of Transportation, Accounting Service Center, MS 33, Local Program Accounting Branch, P.O. Box 942874, Sacramento CA, 94274-0001.

8. Within 60 days after completion of PROJECT work to be reimbursed under this Agreement, to prepare a final invoice reporting all actual eligible costs expended, including all costs paid by ADMINISTERING AGENCY and submit that signed invoice, along with any refund due STATE, to the District Local Assistance Engineer. Backup information submitted with said final invoice shall include all FSP operational contract invoices paid by ADMINISTERING AGENCY to contracted operators included in expenditures billed for to STATE under this Agreement.

9. COST PRINCIPLES

A) ADMINISTERING AGENCY agrees to comply with, and require all project sponsors to comply with, Office of Management and Budget Circular A-87, Cost Principles for State and Local Government, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

B) ADMINISTERING AGENCY will assure that its Fund recipients will be obligated to agree that (1) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual PROJECT cost items, and (2) those parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving Funds as a contractor or subcontractor under this Agreement shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

C) Any Fund expenditures for costs for which ADMINISTERING AGENCY has received payment or credit that are determined by subsequent audit to be unallowable under Office of Management and Budget Circular A-87, 48 CFR, Chapter 1, Part 31 or 49 CFR, Part 18, are subject to repayment by ADMINISTERING AGENCY to STATE. Should ADMINISTERING AGENCY fail to reimburse Fund moneys due STATE within 30 days of demand, or within such other period as may be agreed in writing between the Parties hereto, STATE is authorized to intercept and withhold future payments due ADMINISTERING AGENCY from STATE or any third-party source, including, but not limited to, the State Treasurer, the State Controller, and the California Transportation Commission.

10. THIRD PARTY CONTRACTING

A) ADMINISTERING AGENCY shall not award a construction contract over \$10,000 or other contracts over \$25,000 [excluding professional service contracts of the type which are required to be procured in accordance with Government Code Sections 4525 (d), (e) and (f)] on the basis of a noncompetitive negotiation for work to be performed using Funds without the prior written approval of STATE.

B) Any subcontract or agreement entered into by ADMINISTERING AGENCY as a result of disbursing Funds received pursuant to this Agreement shall contain all of the fiscal provisions of this Agreement and shall mandate that travel and per diem reimbursements and third-party contract reimbursements to subcontractors will be allowable as project costs only after those costs are incurred and paid for by the subcontractors.

C) In addition to the above, the preaward requirements of third party contractor/consultants with ADMINISTERING AGENCY should be consistent with Local Program Procedures as published by STATE.

11. ACCOUNTING SYSTEM

ADMINISTERING AGENCY, its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate Fund expenditures by line item. The accounting system of ADMINISTERING AGENCY, its contractors, and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices.

12. RIGHT TO AUDIT

For the purpose of determining compliance with this Agreement and other matters connected with the performance of ADMINISTERING AGENCY's contracts with third parties, ADMINISTERING AGENCY, ADMINISTERING AGENCY's contractors and subcontractors, and STATE shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times for three years from the date of final payment of Funds to ADMINISTERING AGENCY. STATE, the California State Auditor, or any duly authorized representative of STATE or the United States Department of Transportation shall each have access to any books, records, and documents that are pertinent for audits, examinations, excerpts, and transactions, and ADMINISTERING AGENCY shall furnish copies thereof if requested.

13. TRAVEL AND SUBSISTENCE

Payments to only ADMINISTERING AGENCY for travel and subsistence expenses of ADMINISTERING AGENCY forces and its subcontractors claimed for reimbursement or applied as local match credit shall not exceed rates authorized to be paid exempt non-represented State employees under current State Department of Personnel Administration (DPA) rules. If the rates invoiced are in excess of those authorized DPA rates, then ADMINISTERING AGENCY is responsible for the cost difference and any overpayments shall be reimbursed to STATE on demand.

14. SINGLE AUDIT

ADMINISTERING AGENCY agrees to include all state (Funds) and federal-funded projects in the schedule of projects to be examined in ADMINISTERING AGENCY's annual audit and in the schedule of projects to be examined under its single audit prepared in accordance with Office of Management and Budget Circular A-133.

SECTION III

IT IS MUTUALLY AGREED:

1. All obligations of STATE under the terms of this Agreement are subject to the appropriation of resources by the Legislature and the encumbrance of funds under this Agreement. Funding and reimbursement is available only upon the passage of the State Budget Act containing these STATE funds. The starting date of eligible reimbursable activities shall be JULY 1, 2008.
2. All obligations of ADMINISTERING AGENCY under the terms of this Agreement are subject to authorization and allocation of resources by ADMINISTERING AGENCY.
3. ADMINISTERING AGENCY and STATE shall jointly define the initial FSP program as well as the appropriate level of FSP funding recommendations and scope of service and equipment required to provide and manage the FSP Program. No changes shall be made in these unless mutually agreed to in writing by the parties to this Agreement.
4. Nothing in the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not parties to this Agreement or affect the legal liability of either party to this Agreement by imposing any standard of care with respect to the maintenance of State highways different from the standard of care imposed by law.
5. Neither STATE nor any officer or employee thereof is responsible for any injury, damage or liability occurring or arising by reason of anything done or omitted to be done by ADMINISTERING AGENCY under or in connection with any work, authority, or jurisdiction delegated to ADMINISTERING AGENCY under this Agreement. It is understood and agreed that, pursuant to Government Code Section 895.4, ADMINISTERING AGENCY shall fully defend, indemnify, and save harmless the State of California, its officers and employees from all claims, suits, or actions of every name, kind, and description brought for or on account of injury (as defined in Government Code Section 810.8) occurring by reason of anything done or omitted to be done by ADMINISTERING AGENCY under or in connection with any work, authority or jurisdiction delegated to ADMINISTERING AGENCY under this Agreement.

6. Neither ADMINISTERING AGENCY nor any officer or employee thereof is responsible for any injury, damage, or liability occurring or arising by reason of anything done or omitted to be done by STATE under or in connection with any work, authority, or jurisdiction delegated to STATE under this Agreement. It is understood and agreed that, pursuant to Government Code Section 895.4, STATE shall fully defend, indemnify and save harmless ADMINISTERING AGENCY, its officers and employees from all claims, suits, or actions of every name, kind, and description brought for or on account of injury (as defined in Government Code Section 810.8) occurring by reason of anything done or omitted to be done by STATE under or in connection with any work, authority or jurisdiction delegated to STATE under this Agreement.

7. ADMINISTERING AGENCY will maintain an inventory of all non-expendable PROJECT equipment, defined as having a useful life of at least two years and an acquisition cost of \$500 or more, paid for with PROJECT funds. At the conclusion of this Agreement, ADMINISTERING AGENCY may either keep such equipment and credit STATE its share of equipment's fair market value or sell such equipment at the best price obtainable at a public or private sale (in accordance with established STATE procedures) and reimburse STATE its proportional share of the sale price.

8. ADMINISTERING AGENCY and its sub-contractors will comply with all applicable Federal and State laws and regulations, including but not limited to, Office of Management and Budget Circular A-97, Cost Principles for State and Local Governments (49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments).

9. In the event that ADMINISTERING AGENCY fails to operate the PROJECT commenced and reimbursed under this Agreement in accordance with the terms of this Agreement or fails to comply with applicable Federal and State laws and regulations, STATE reserves the right to terminate funding for PROJECT, or portions thereof, upon written notice to ADMINISTERING AGENCY.

10. This Agreement shall terminate on June 30, 2010. However, the non-expendable equipment, and liability clauses shall remain in effect until terminated or modified in writing by mutual agreement.

STATE OF CALIFORNIA

San Bernardino Associated Governments

Department of Transportation

By: _____

By: _____

Office of Project Implementation, South
Division of Local Assistance

Title: _____

Date: _____

Date: _____

Minute Action

AGENDA ITEM: 7

Date: December 17, 2008

Subject: Guidelines for Identifying Potential Projects for the Multi-Year Federal Transportation Reauthorization Bill

Recommendation:*

1. Approve guidelines for identifying potential projects for federal reauthorization (Attachment #1); and
2. Receive update on input from SANBAG's policy committees.

Background: The current Federal Transportation Authorization Act, also known as the Safe, Accountable, Flexible, and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA – LU), will expire after September 30, 2009. The national debate on the form, content, and funding provisions of the next authorization bill has already begun. This item is intended to seek Board approval for a set of guidelines that will assist in identifying potential projects for the federal reauthorization bill.

SANBAG staff recommends the Board adopt the guidelines outlined in Attachment #1 to identify potential projects for the next federal reauthorization bill. The proposed guidelines are not intended to be a rigid checklist, but rather a tool to identify the most competitive projects in the region, which will be competing against other projects across the nation. These guidelines will aid in developing solid justification for the universe of projects advocated for by SANBAG.

*

Approved
Plans and Programs Committee

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

SANBAG staff is working to develop a list of projects for the Board's review and approval and has been working with member jurisdiction to receive input.

Specific projects to consider as a part of this recommendation will be presented during future SANBAG meetings. SANBAG staff will continue to work with member jurisdictions to identify potential projects and will provide regular updates to the Board as the policy for SAFETEA-LU reauthorization takes shape.

Committee Feedback

During the month of November, this item was presented to the Administrative, Major Projects, Plans and Programs and Mountain Desert Committees. Additionally, SANBAG staff contacted each member jurisdiction to request input.

The attached document (Attachment #1) has been modified to incorporate committee recommendations on the guidelines to identify potential projects for the next federal reauthorization bill.

A Primer on Authorization vs. Appropriations

The authorization process is different than the appropriations process. Since the 1990's, the transportation authorization process has occurred approximately every five to six years to provide a long-range spending plan for transportation. The current authorization authority for transportation is called Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU), which will expire on September 30, 2009. SAFETEA-LU authorized formula spending, annual discretionary spending levels, and earmarks for specific projects; however, funds must be appropriated each year.

Anticipated Upcoming Schedule of Events

The House Transportation and Infrastructure (T&I) Committee Chairman Jim Oberstar intends to release a "detailed summary" of the House transportation reauthorization bill at the end of February, followed by a series of trips around the country to build support for the bill. The Committee hopes to vote on the bill by mid-April, followed by a House floor vote before Memorial Day.

Senator Barbara Boxer, chair of the Senate Environment and Public Works (EPW) Committee, has said she will follow the House, adding to the bill where Senate priorities are needed.

The next transportation authorization bill is likely to include an opportunity to advocate for specific projects. As such, SANBAG staff has developed guidelines to help identify potential projects for the federal reauthorization bill (please see Attachment #1).

Financial Impact: Funding for SANBAG's legislative program is consistent with the adopted SANBAG Budget Task No. 50309000. This item has potential benefits for SANBAG's transportation programs.

Reviewed By: This item is scheduled for review by the Plans and Programs Committee on December 17, 2008; Commuter Rail Committee on December 18, 2008; and Mountain/Desert Committee on December 19, 2008. The Administrative Committee reviewed and unanimously recommended approval of this item on December 9, 2008, and the Major Projects Committee reviewed and recommended approval 16-1-0 (Opposed: Gonzales) on December 11, 2008. A previous version of this agenda item was reviewed by the Administrative Committee, Major Projects Committee, and the Mountain Desert Committee in November.

Responsible Staff: Jennifer Franco, Director of Intergovernmental and Legislative Affairs

Guidelines for Identifying Projects for Federal Reauthorization

San Bernardino Associated Governments (SANBAG) is formulating a strategy for the next transportation authorization bill, which is likely to include an opportunity to advocate for specific projects. Please assist SANBAG with identifying potential projects that will improve and maintain our existing transportation infrastructure in a manner that meets regional and national priorities by utilizing the criteria below:

- ***The nominated project is in the latest approved, conforming Regional Transportation Plan (RTP) AND in the Measure I (2010-2040) Expenditure Plan. (YES/NO)***
Inclusion of a project in the approved, conforming RTP and in the Measure I expenditure plan demonstrates regional need, a financial commitment, and consistency with requirements to improve air quality.
- ***The nominated project has completed National Environmental Protection Act (NEPA) clearance or is in the clearance process. (YES/NO)***
Projects that receive federal funds must complete the NEPA clearance process. Projects that have already completed or that are about to complete the NEPA process are considered more competitive.
- ***The nominated project is in the Regional Transportation Improvement Program (RTIP). (YES/NO)***
The RTIP is a 5- year programming document that includes all regionally significant projects, regardless of funding source. Candidate projects not in the RTIP would have to be amended in, resulting in delay.
- ***Federal funding for this project would save Measure I funds for other projects. (YES/NO)***
Federal funding for the nominated project would supplant Measure I funds, which could, in turn, be moved to other projects important to SANBAG.
- ***The nominated project is a freeway improvement, freeway interchange improvement, grade separation, rapid bus project (BRT), light rail, or commuter rail project. (YES/NO)***
According to SANBAG's Measure I strategic planning process, particular emphasis has been given to the types of projects listed above. Nominated projects fitting one of the above descriptions are also more likely to match priorities in the next federal authorization bill.
- ***The nominated project is on a trade corridor of national significance and/or a High Priority Corridor on the National Highway System. (YES/NO)***
Trade corridors of national significance are key freight corridors as defined by Congress, which includes I-10, I-15 and the Alameda Corridor East. Nominated projects along I-10 and I-15 may include interchange and mainline improvements. Alameda Corridor East grade separations also meet this criterion.
- ***Nominated Valley freeway interchanges: in the top 10 of the interchange prioritization list. (YES/NO)***
Nominated Valley freeway interchanges should be among the top 10 of SANBAG's interchange prioritization list.
- ***For Valley or Victor Valley interchanges or grade separations, the development share is committed. (YES/NO)***
The development share has been identified and committed for the nominated project.
- ***Nominated Grade Separations: top ten on prioritized list AND already federalized, OR amount of proposed federal funding more than offsets the reduction in railroad contribution and cost of delay associated with NEPA compliance. (YES/NO)***
Grade separation projects that are already federalized are preferred.
- ***The nominated project will be able to start construction by 2014-15. (YES/NO)***
The nominated project will have completed all pre-construction phases in time to begin construction by 2014.
- ***The nominated project is supported by multiple jurisdictions. (YES/NO)***
The nominated project is supported by multiple jurisdictions.
- ***Nominated the project is a vital connector for the highway system and/or inter-jurisdictional. (YES/NO)***
The nominated project is a vital connector to/from the state or federal highway system, which may also be a vital connector to the state. Vital connectors may also include projects that will enhance the inter-jurisdictional mobility.

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 8

Date: December 17, 2008

Subject: Release of Request for Proposal 09-114 for the creation of a Consolidated Transportation Services Agency (CTSA) within the San Bernardino Valley

Recommendation:* Approve the release the Request for Proposal (RFP) 09-114 for the creation of a Consolidated Transportation Services Agency (CTSA) within the San Bernardino Valley as required in the renewal of Measure I.

Background: The renewal of Measure I, the half-cent sales tax collected throughout San Bernardino County for transportation improvements, was approved by the voters in November 2004. The Expenditure Plan includes guaranteed funding for Senior and Disabled Transit Services. Eight percent (8%) of revenue collected in the Valley subarea shall fund Senior and Disabled Transit Service Program. Six percent (6%) of revenue collected in the Valley Subarea in this category shall be expended to reduce fares and enhance service for elderly individuals and individuals with disabilities. At least two percent (2%) of revenue collected in the Valley Subarea in this category shall be directed to the creation of a Consolidated Transit Services Agency (CTSA) which will be responsible for the coordination of transit service provided to elderly individuals and individuals with disabilities.

The creation of a CTSA by SANBAG, acting as the county transportation commission, is authorized pursuant to Government Code 15975(a). The legislative intent of the formation of CTSAs is to improve transportation service

*

Approved
Plans and Programs Committee

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

required by social service recipients so that the following coordination benefits may accrue: (1) combined purchasing of necessary equipment; (2) adequate training of vehicle drivers; (3) centralized dispatching of vehicles; (4) centralized maintenance of vehicles; (5) centralized administration of various social service transportation programs; and (6) consolidation of financial resources. While the consolidation of social service transportation is a worthy goal, it is often difficult to achieve. A more likely result of the formation of a CTSA is the coordination of services and even that will take some time. The CTSA may be (a) a public agency, (b) a common carrier, (c) a private entity operating under a franchise or license, or (d) a non-profit corporation.

SANBAG currently acts as the provisional CTSA for San Bernardino County by issuing calls for projects for various Federal Transit Administration grants for transportation services for elderly individuals and individuals with disabilities, reviewing grant applications, ensuring submission to the state for funding and ensuring programming into both regional and federal planning documents.

In January 2008 the SANBAG Board approved the Public Transit Human Service Transportation Coordination Plan for San Bernardino County, a document that is required under SAFETEA-LU in the administration of various FTA Grant programs. Included in that study was initial discussion of the structure and purpose of developing the Measure I required CTSA. The Plan took a preliminary look at four possible structures for the CTSA and various functions and examples from across the state.

In order to be in compliance with the renewal of Measure I, staff is recommending that a comprehensive study be conducted to determine the structure and functions of a San Bernardino Valley CTSA. Annual funding for the CTSA through Measure I is estimated to be more than \$2 million for 2010/2011 fiscal year. The budget for the study is \$100,000.

Financial Impact: This item is consistent with the adopted budget. Funding is provided under Task 31909000, Social Service Transportation. Of the total contract amount \$80,000 (80%) will be funded through the 2006 FTA Section 5316, Job Access Reverse Commute Grant and FTA Section 5317 New Freedom Grant administered by Omnitrans, a direct recipient of federal funds. The 20% match of \$20,000 is provided from LTF – Planning funds.

Plans & Programs Agenda Item
December 17, 2008
Page 3

Reviewed By: This item is scheduled for review by the Plans and Programs Committee on December 17, 2008.

Responsible Staff: Mike Bair, Director of Transit and Rail
Beth Kranda, Transit Analyst

Scope of Work:

Design Study for a Consolidated Transportation Services Agency (CTSA) for the San Bernardino Valley

Purpose: To identify the optimal governance and functional design of a Consolidated Transportation Services Agency (CTSA) for the San Bernardino Valley as provided for in the reauthorization of Measure I related to specialized transportation services. The consumer populations of interest for CTSA services are the target groups of SAFTEA-LU's Section 5316, 5317 and 5310: seniors, persons with disabilities and persons of low-income.

Study Outcomes: To identify appropriate Consolidated Transportation Services Agency (CTSA) design alternatives, including alternative uses of the CTSA-funding, to develop consensus around the recommended alternative(s) among key stakeholders, and to provide to SANBAG a recommended structure, basic program design, funding base and implementation plan for the San Bernardino Valley CTSA.

Background: Measure I provides for an annual funding base for a CTSA in the San Bernardino Valley. Measure I is the half-cent sales tax collected throughout San Bernardino County for transportation improvements. San Bernardino County voters approved the measure in November 1989 to ensure that needed transportation projects were implemented countywide. In 2004 residents of San Bernardino County overwhelmingly approved an extension of the Measure I Sales Tax.

Included in the extension of Measure I is the San Bernardino Valley Subarea Expenditure Plan that guaranteed funding for Senior and Disabled Transit Services. Of this, the Expenditure Plan specifically identifies that two percent of the revenue collected in the Valley subarea will be directed to a CTSA, about \$2.5 million annually.

The CTSA's purposes are generally derived from the Transportation Development Act language in Article 4.5 related to providing alternatives for those individuals within the community who have difficulty using conventional fixed route public transportation services. Statute identifies the benefits of coordination and consolidation that is lead by the CTSA, enumerated in statute as including the following (Government Code Sections 15951,15952):

- Cost savings
- Increased safety, lower insurance costs
- Increased vehicle reliability
- Elimination of duplicative administrative processes

- Increased service provision [trips]
- More effective, cost efficient use of scarce resources

The TDA statutes further indicate that a CTSA may be one of four entities:

- a public agency
- a common carrier
- a private entity
- a nonprofit corporation

Goals Areas for the San Bernardino Valley CTSA: Importantly in this time of reduced transit revenues, the CTSA represents a way to leverage and improve the cost-effectiveness of scarce funding for specialized transportation. Other, non-transit specialized transportation funding sources have potential to be leveraged through a CTSA. Such funding sources were identified through the planning process that culminated in the San Bernardino County Public Transit-Human Services Coordination Plan (2007). Opportunities for increased cost-effectiveness of existing transit funding, through technology and new service or new organizational arrangements, are critical to the long-term sustainability of specialized transit.

Organizational arrangements for the CTSA considered through this study may embrace the full spectrum of existing CSAAs, including but not limited to 501(c)3 public transit benefit organizations, attachment to an existing public agency including the regional public operator, Omnitrans, or the county transportation commission, SANBAG, or some other alternative structure.

Program design options should consider, at a minimum:

- directly-operating services;
- administering programs whereby CTSA funds leverage other funding sources for transportation services available to cities and human service agencies;
- contracting for services with a mix of non-profit, public and for-profit providers.

The functional responsibilities of the CTSA may range from direct provision of services through modes that may include contracted vehicle operations, taxi or other trip-by-trip contracted service arrangements, distribution of bus passes or vouchers for existing public transit services. Among the functional responsibilities considered should be whether the CTSA should be responsible for direct operation of or administration of contracted Americans with Disabilities Act complementary paratransit now provided by Omnitrans.

Support functions that the CTSA could operate or oversee may include mobility training or travel training of consumers, driver training and driver support functions such as drug testing, provision of back-up vehicles and back-up drivers. Information functions can include trip arranging for

consumers needing special assistance. Of particular interest are functions related to trip-brokering and vehicle sharing whereby it becomes possible for agencies operating existing transportation to schedule trips, and receive compensation for, the provision of service to individuals who are not “their” client. Similarly, the CTSA structure should provide for means whereby agencies who have funding for individual client trips, can book and pay for those trips.

Funding issues related to the CTSA are significant. Measure I funding alone is inadequate to address the needs that exist or can be anticipated over the near-term. The CTSA design must address the opportunities inherent in using its dollars to leverage other funding sources, while at the same time ensuring that specific transportation requirements are met. This may include a full range of agency and consumer constituencies, but not be limited to:

- cities’ concerned about increasing proportions of senior residents and their local trip needs;
- Department of Rehabilitation and the Inland Regional Center who move consumers regularly between home and work;
- clients of the Inland Empire Health Plan and Molina Health Care who travel to health care services;
- various County of San Bernardino Departments who support work-related or job-skill development travel.

Reporting requirements of the CTSA should consider the opportunity afforded by reporting an expanded passenger mile base afforded by the human services transportation providers to the National Transit Database (NTD), thereby bringing additional Federal Transit Administration funding to the San Bernardino Valley subarea. Reporting responsibilities of the CTSA could include efforts to improve the full cost accounting of human services agency transportation, to help ensure their operations costs are appropriately covered. CTSA performance measures, possibly by mode and including a basis for establishing measures of cost-effectiveness shall be discussed.

Scope of Work:

Task 1 Compile Available Descriptions of Need

Provide a summary of the transportation needs for seniors, persons with disabilities and persons of low-income in the San Bernardino Valley by summarizing findings from key documents. This may include the San Bernardino County Public Transit-Human Services Coordination Plan (2007) and Omnitrans’ Comprehensive Operations Analysis related to both its fixed-route operations and its Americans with Disabilities Act (ADA) services, as well as others provided to the successful contractor. Other relevant documents or studies conducted by the planning

partners contacted through the outreach process should also be summarized, as they become identified through the course of the study itself.

Prepare a summary of relevant census data with some analysis of per capita trip rates, potentially at the city level, in relation to the public transit resources provided and the transit dependent populations needing these services. Develop some projections, through 2020, around the level of trips these populations may need in anticipation of the continuing growth of the Inland Empire.

Task 2 Outreach to Key Stakeholders

Conduct a series of interviews with key stakeholders to develop an understanding of existing San Bernardino Valley organizational structures of potential benefit to the CTSA and to interview agencies regarding functional areas of need that may provide a basis for the programs of the CTSA. Interviews should include, at a minimum, the following organizations with additional organizational entities to be identified by the consultant team:

- Omnitrans and representative board members
- County Board of Supervisors and representative SANBAG board members.
- *Representative sample of San Bernardino Valley cities* including Rancho Cucamonga, Ontario, Fontana, Redlands and Chino, focusing particularly on cities now providing or actively planning to provide senior transportation.
- *Larger human services organizations*, including but not limited to Department of Aging and Adult Services, Headstart/ Pre-School Services Department, CAP, First Five, Inland Empire Health Plan and Employment Development Department, United Way/211, Dept. of Behavioral Health, Inland Regional Center with a focus on agencies providing, subsidizing or contracting for some level of client transportation.

Outreach discussions should explore both the opportunities and the limits to those for coordinated versus consolidated transportation services. Stakeholders should be queried as to the outcomes they desire, vis-a-vis service delivery, and to what extent they wish to or need to retain selective or all responsibility for service operations. Assumptions of consolidation should not be made but needs catalogued in terms of a spectrum of choices from cooperation to coordination to consolidation.

The outreach process should make every effort to identify transportation budgets of potential planning partners and the data elements of value to transportation planning efforts, related to travel patterns of these planning partners' consumers.

Task 3 CTSA Models – Design Options, Strengths and Weaknesses

In light of information gathered through the outreach process, provide a context for outreach findings by considering operational design and governance.

3.1 CTSA descriptions (Appendix A) - interview these and other California CTSA's about structural and functional design. To the degree possible, obtain information about the strengths and weaknesses of existing models.

Updated information on the use of technology and its particular purposes with these CTSA's is of interest – specifically, what role has technology played in increasing the cost effectiveness, accountability or service quality of CTSA operations?

Additionally, collect information on such other models of relevance, including Orange County's Senior Mobility Program, and others as may be identified by the consultant of relevance to this discussion.

3.2 Organization/ Governance Structures - Identify CTSA organizational models and functional responsibility and basic costs, and other areas of relevance to the San Bernardino Valley that may include such examples as:

- Joint powers authority – e.g. Inland Empire Health Plan (San Bernardino)
- Non profit – e.g. Paratransit Inc. (Sacramento); Ride-On (San Luis Obispo County); Access Services (Los Angeles)
- Public agency – e.g. Community Action Program (San Bernardino); Placer County Transportation Planning Agency/ CTSA (Auburn)
- Hybrid – such as Orange County Transportation Authority's Senior Mobility Program

Describe the organizational structure, governance and membership of such models as those above and detail the strengths and weaknesses, the opportunities and limitations of each. Identify critical roles and responsibilities, as well as the locus of policy control, with each of these structures.

3.3 Functional Responsibility Areas - Identify the core business and functional capabilities of CTSA's and where these relate to organizational design options, detail their implications. All key activities of the proposed CTSA or CTSA-arrangements that the consultant deems responsiveness to needs identified through Task 2 should be discussed, at least in terms of their purposes, benefits and internet limitations.

3.4 Technology Roles for San Bernardino Valley Coordinated CTSA Services - The role of technology in the operation and management of Valley-wide coordinated service programs should be examined in relation to needs expressed by stakeholders. A full range of technology tools may be considered, as appropriate to the needs identified, and may include information technology (web-based and/or coordination with existing 211 resources; call taking, trip scheduling and trip dispatching technology; full cost accounting tools to enable appropriate “charge-backs” to participating agencies; AVL/GPS and MDT tools on vehicles to assist drivers and dispatchers. Discussion of technology should be able to speak to specific purposes and identify known or likely outcomes, where these have been documented,

Task 4 Identify Feasible Alternatives for San Bernardino Valley CTSA

Drawing upon findings from the Task 1 structural assessment task 2’s outreach process, and Task 3’s functional assessment, develop alternatives appropriate for the San Bernardino Valley. Provide sufficient specificity to support community discussion and identify the structure, membership, functional responsibilities and funding base of alternatives potentially feasible for implementation. Bring together these findings in a public workshop forum to obtain input on the potential alternatives and to move towards a recommended alternative. Identify areas where consensus and agreement may exist and where it does not.

Task 5 Recommended Alternatives and Implementation Plan

Based upon input from the workshop and a developed understanding of the functional requirements in concert with identified, available funding sources describe the recommended alternative(s). Review with staff the recommended alternative to settle upon the level of detail required, and possible, for the implementation plan.

At a minimum, prepare an implementation plan including costs for the recommended alternatives. Identifies key activities, responsible parties, general timeframes, and basic costs. Include a discussion of the projected and potential funding base for the CTSA and the means by which these funding sources may be accessed. Identify financial and funding issues that will impact the process of implementation. Identify the tasks and activities necessary to realize potential funding sources.

Task 6 Prepare Final Report and Present

The draft final report shall be presented to SANBAG Board Committee(s) and PASTACC, with opportunity for modification based upon their comments. The later presentation shall be in a workshop-framework whereby meaningful input to the recommended direction can be sought.

Accompanying the final report, will be an Executive Summary and a summary power point presentation that can be used by staff in making subsequent presentations to garner support for and additional partners in the emerging CTSA.

Appendix A, Characteristics of Selective California CTSAs

AGENCY NAME (2002)	DESCRIPTION OF AGENCY, HISTORY, AND HOW IT SERVES THE COMMUNITY	TRANSIT SERVICES PROVIDED	POPULATION SERVED	OTHER SERVICES OFFERED	FINANCING SOURCES	COMMENTS
United Cerebral Palsy: Ride-On CTSA San Luis Obispo County	A non-profit agency started in 1993; Ride-On serves as the CTSA and a Transportation Management Association (TMA) for SLO County. The agency operates a variety of service types across the county.	Operates door-to-door shuttle services for seniors, individuals with disabilities and social service agencies.	San Luis Obispo North Coast South Coast	278,000 trips provided in 2005.	Support services for agencies and organizations include: driver training emergency evacuation plans ride planning drug/alcohol testing provides general public services: vanpools, airport/Amtrak shuttles Guaranteed Ride Home, Visitor shuttles, Lunchtime express, medical shuttles and special event transportation.	TDA Article 4.5 State Transit Assistance (STA) TDA Article 8 Emphasis on contract transportation; Expanded CTSA role for service provision and support services.
Paratransit, Inc. CTSA	A private non-profit corporation started in 1978 and designated on July 1, 1988 as the CTSA by the County of Sacramento, Sacramento Regional Transit District (RT) and Sacramento Area Council of Governments (SACOG).	Provides demand-responsive services to individuals and agencies serving people with disabilities and seniors within the county. In 1992, partnered with Sacramento Regional Transit (RT) to also operate complementary ADA paratransit services.	Sacramento Carmichael Elk Grove Fair Oaks Folsom -light rail only Rancho Cordova Citrus Heights Rio Linda Elverta Orangethorpe North Highlands	FY 2004 service levels: 761,847 DAR/ADA trips.	Mobility Training provides assistance to individuals learning how to ride fixed-route buses and light rail.	Measure A (1/2 cent sales tax) and TDA Article 4.5, and local funding from the city and county of Sacramento. RT Accessible services makes age and/or ADA eligibility determination. 89.4% of DAR clients are ADA eligible with only 10.6% age eligible.
Easy Lift CTSA South Santa Barbara County Rene Andrade, Ops. Manager (805) 681-1417	Easy Lift is a non-profit organization designated as the CTSA for South Santa Barbara County mandated to provide a variety of transit services for the community in a cost-effective manner.	Since 1979 Easy Lift has provided frail elderly and temporarily and permanently disabled individuals with wheelchair accessible transportation. Also provides South County residents with physical or cognitive impairment that excludes them from using fixed route services. Easy Lift also offers contract transportation for social service agencies and group homes.	Santa Barbara Carpenteria Summerland Montecito Hope Ranch Goleta Mission Canyon	No ridership numbers available (Client base:1,150 persons)	Mobility training for seniors and physically challenged. Loaner vehicle program	S.B., county Measure D; General fund and donations from businesses and individuals. 5310 funding for vehicles

Appendix A, Characteristics of Selective California CTSA's, continued

AGENCY NAME	AGENCY TYPE	AGENCY ESTABLISHED	AGENCY SERVICE AREA	AGENCY SERVICES	AGENCY SOURCES	COMMENTS
Full Access & Coordinated Transportation CTSA San Diego County Rob Carley Executive Director (760) 967-4197	A non-profit corporation established in 2006 and designated as the CTSA for San Diego County in October 2006.	CTSA in formation stages. Long-term vision: All people living in San Diego County will have full mobility within their community through accessible transportation that meets their individual needs.	All areas of San Diego County.	No service currently operated	FACT is currently updating the existing specialized transportation website that will be designed to provide individuals and agencies and organizations with service and contact information on transportation options in the county. FACT is also continuing stakeholder survey efforts for Action Networks throughout the county. FACT is also evaluating a location for a call center and potential coordinated dispatch	Newly formed agency with active involvement of public transit operator and other human/social service agencies. Board composition: NC Transit District City of Vista City of Carlsbad City of Solano Beach SANDAG County of San Diego Aging and Ind. Serv.
SANBAG Provisional CTSA San Bernardino County Beth Kranda Michael Bair (909) 884-8276	The provisional CTSA is SANBAG, which is the county transportation agency, a public agency. The CTSA was designated as such in 1981. SANBAG anticipates that a fully-operational CTSA will be formed, for at least the San Bernardino Valley area, in 2010 when the newly re-authorized local sales tax initiative provides regular annual funding for a CTSA oriented towards unmet transportation needs of seniors and persons with disabilities.	CTSA has two functions: Conduct annual inventory and publish specialized transportation directory, and hosting of training events and workshops for agencies and transportation providers. Also, Public and Specialized Transportation Advisory and Coordination Council (PASTACC) with membership of 80 individuals and agencies which convenes quarterly. No transportation services are operated.	All of San Bernardino County	No transportation service operated	CTSA participates in all regional planning activities related to plans and programs for seniors, individuals with disabilities and low income.	Emphasis on communication and information has strengthened the coordination environment in the county.
South Placer County CTSA Placer County David Melko, PCTPA (530) 823-4090	This CTSA is newly established this spring, 2008, as a joint power authority using the Board of the Placer County Transportation Planning Agency as a re-constituted Board for the CTSA. The South Placer County CTSA was formed following Placer Industries' termination of its CTSA responsibilities in December 2007.	Several service modes: 1) some funding to the local paratransit operators for support of a regional paratransit system; 2) I-Med, a non-emergency medical transportation program to which three hospitals in the area may be contributing; 3) I-Ride program for individuals' transportation in selective areas without public transit services; and 4) a volunteer-based program for door-through-door transportation assistance.	Rocklin-Loomis Granite Bay Highway 49 Senior services for: Lincoln Roseville Citrus Heights Central and northern Placer Co, to Colfax	Ridership information is not yet available for these newly constructed services. Historically, the CTSA operated by Pride Industries provided a mix of the same services but reliable trip information is not available.	Historically services were for individuals including the visually impaired for training and to health care appts. in Placer county. for seniors and persons with disabilities. Medi-Cal clients are accepted via contract. NEMT only between Foresthill and Auburn and Lifestar medical transportation service. Also offers travel and other training for persons with disabilities.	The new CTSA is placing particular emphasis on data collection, on monitoring utilization and on continuing to define unmet needs

SCHEDULE

October 1, 2008	Release of RFP
October 10, 2008	Questions due to SANBAG
October 14, 2008	Responses to Interested Bidders
November 14, 2008	RFP due to SANBAG by 5pm
November 19 - 21, 2008	Interviews with potential Contractors
December 17, 2008	Recommendation to SANBAG policy committees
January 7, 2009	Award and contract commences

Proposal Evaluation and Selection

A review panel made up of representatives from San Bernardino Valley Cities, Social Services, the local transportation provider and SANBAG staff will evaluate the proposals and determine the necessity for oral interviews. At the oral interviews, proposers will be requested to make a formal presentation. The panel/staff will recommend one consultant from those interviewed. SANBAG reserves the right to select a consultant based solely on the written proposal and not convene oral interviews.

The evaluation criteria that will be used in the selection process are as follows:

Understanding the purpose and requirements

Approach to be followed and the tasks to be performed, including detailed steps and resources required and proposed project schedule

Relative allocation of resources, in terms of quality and quantity, to key tasks, including the time and skills of personnel assigned to the task and consultant's approach to managing resources and project output

Experience in county commission functions, public and specialized transit operations

Education and specific experience of the project team to be assigned

Proposal content and organization

Proposals should be limited to specific discussion of the elements outlined in this RFP. The intent of the RFP is to encourage responses which meet the stated requirements and which propose the best methods to accomplish the work within the stated budget. SANBAG has budgeted \$80,000 for the design study.

1. Transmittal Letter

The transmittal letter should include the name, title, address and phone number and original signature of an individual with authority to negotiate on behalf of and to contractually bind the proposer and who may be contacted during the period of proposal evaluation. One transmittal letter need be prepared to accompany all sets of copies of technical and cost proposal.

2. Table of Contents

A listing of the major section in the proposal and associated page numbers

3. Introduction

In this section the proposer should demonstrate an adequate understanding of the design study, local conditions, roles and responsibilities as well as working knowledge of California Government Code and the Transportation Development Act.

4. Plan and Technical Approach

The plan should include:

- a. A description of overall work explaining overall work and basic purpose and general focus of the study
- b. An explanation of the consultants intended role
- c. A through explanation of the consultants proposed course of action. References should be made to the RFP requirements and the consultants' plans for meeting those requirements. If the consultant proposes major changes in the RFP approach, those changes should be specified clearly. The consultant should specify techniques, data to be evaluated, persons to be interviewed, documents to be reviewed, etc.
- d. An itemized description of the proposed project schedule and the end products to be produced.

5. Project management

The proposer must prepare and explanation of the project management system and practices to be used to assure the project is completed within the scheduled time frame and the quality of the required products will meet SANBAG's requirements.

6. Consultant and Subcontractor Staff

The proposal must describe the qualifications and experience of each professional who will participate in the project, including a brief resume for each member of the project team. A project manager must be designated and an organization chart showing the manager and all project staff must be included. A matrix must be presented indicating the effort in man hours which will be contributed by each professional during each phase of each task making up the project. If a subcontractor will be used the proposer must include a letter from the subcontractor committing to perform at least the work shown for subcontractor professionals in the above described matrix.

7. Consultant Qualifications and References

The proposal must describe the nature and outcome of projects previously conducted by the consultant that are related to the work described within this RFP. Descriptions should include a client contact name, address, phone number, a description of the type of work performed approximate date on which the work was completed, and professional staff who performed the work. If a subcontractor is proposed two to three similar qualifications and reference should be provided for the subcontractor

8. Cost Proposal

In addition to a technical proposal, the prospective contractor shall prepare a detailed cost proposal for the work to be performed. The cost proposal shall itemize all items that will be charged to SANBAG, including travel charges that will be involved in the project and included in the bid amount. Costs shall be segregated to show staff hours, rates and classifications and administrative overhead. If subcontractors are to be used, the prospective contractor must indicate any markup that the prospective contractor plans to take on subcontractors. The same breakdown of subcontract costs shall be provided as is required for contractor costs above.

Failure to provide detailed cost breakdowns will be cause for rejection of proposal.

9. Payment Schedule

The consultant will be paid based on work actually performed during the preceding month. The consultant should forward a copy of all invoices for payment for work performed and associated expenses by the 15th day of the following month. Each invoice shall be accompanied with a brief description of work performed and identify any problems incurred. SANBAG will withhold ten percent (10%) of the payments due until the successful completion of the project and the delivery and acceptance of all final products.

SANBAG Acronym List

AB	Assembly Bill
ACE	Alameda Corridor East
ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
APTA	American Public Transportation Association
AQMP	Air Quality Management Plan
ATMIS	Advanced Transportation Management Information Systems
BAT	Barstow Area Transit
CAC	Call Answering Center
CALACT	California Association for Coordination Transportation
CALCOG	California Association of Councils of Governments
CALSAFE	California Committee for Service Authorities for Freeway Emergencies
CALTRANS	California Department of Transportation
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CHP	California Highway Patrol
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CSAC	California State Association of Counties
CTA	California Transit Association
CTAA	Community Transportation Association of America
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
DMO	Data Management Office
DOT	Department of Transportation
E&H	Elderly and Handicapped
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EPA	United States Environmental Protection Agency
ETC	Employee Transportation Coordinator
FEIS	Final Environmental Impact Statement
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
ICMA	International City/County Management Association
ICTC	Interstate Clean Transportation Corridor
IEEP	Inland Empire Economic Partnership
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IIP/ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency
JARC	Job Access Reverse Commute
LACMTA	Los Angeles County Metropolitan Transportation Authority
LNG	Liquefied Natural Gas
LTF	Local Transportation Funds
MAGLEV	Magnetic Levitation
MARTA	Mountain Area Regional Transportation Authority
MBTA	Morongo Basin Transit Authority
MDAB	Mojave Desert Air Basin
MDAQMD	Mojave Desert Air Quality Management District
MIS	Major Investment Study
MOU	Memorandum of Understanding

SANBAG Acronym List

MPO	Metropolitan Planning Organization
MSRC	Mobile Source Air Pollution Reduction Review Committee
MTP	Metropolitan Transportation Plan
NAT	Needles Area Transit
OA	Obligation Authority
OCTA	Orange County Transportation Authority
OWP	Overall Work Program
PA&ED	Project Approval and Environmental Document
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PDT	Project Development Team
PPM	Planning, Programming and Monitoring Funds
PSR	Project Study Report
PTA	Public Transportation Account
PVEA	Petroleum Violation Escrow Account
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RFP	Request for Proposal
RIP	Regional Improvement Program
ROD	Record of Decision
RTAC	Regional Transportation Agencies' Coalition
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SB	Senate Bill
SAFE	Service Authority for Freeway Emergencies
SANBAG	San Bernardino Associated Governments
SCAB	South Coast Air Basin
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
SCRRA	Southern California Regional Rail Authority
SED	Socioeconomic Data
SHA	State Highway Account
SHOPP	State Highway Operations and Protection Program
SOV	Single-Occupant Vehicle
SRTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEA-21	Transportation Equity Act for the 21 st Century
TIA	Traffic Impact Analysis
TMC	Transportation Management Center
TMEE	Traffic Management and Environmental Enhancement
TOC	Traffic Operations Center
TOPRS	Transit Operator Performance Reporting System
TSM	Transportation Systems Management
USFWS	United States Fish and Wildlife Service
UZAs	Urbanized Areas
VCTC	Ventura County Transportation Commission
VVTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments

San Bernardino Associated Governments



MISSION STATEMENT

To enhance the quality of life for all residents, San Bernardino Associated Governments (SANBAG) will:

- Improve cooperative regional planning
- Develop an accessible, efficient, multi-modal transportation system
- Strengthen economic development efforts
- Exert leadership in creative problem solving

To successfully accomplish this mission, SANBAG will foster enhanced relationships among all of its stakeholders while adding to the value of local governments.

Approved June 2, 1993
Reaffirmed March 6, 1996